



The ICoN7 2021 Virtual Conference is just around the corner! We are excited for this year's meeting that will be hosted virtually through the Cvent Virtual Attendee Hub. The Virtual Attendee Hub is being activated today, 7/16/2021, so that you can practice logging in and navigating through the site. Please read through this helpful overview thoroughly. It is intended to help you login and initially navigate through the Attendee Hub. **IMPORTANT PRESENTER INFORMATION IS PROVIDED ON THE LAST PAGE OF THIS GUIDE FOR ALL PRESENTERS.**

LET'S GET STARTED!!!

LOGGING IN FOR THE CONFERENCE

Use the following link to access the Virtual Platform- <https://cvent.me/wQ0blo>

It is highly recommended that you bookmark this URL/website in your web browser until the meeting has concluded so that you can access the platform more conveniently.

When you click on the link above, you will be directed to the Login Page (refer to the screenshot on the following page).

The registration information that you provided when registering for the annual meeting was used to create a login for you. To login, please provide the following:

- First Name
- Last Name
- Email Address

Once you provide the requested information and click "Next" you will be taken to a login verification screen. A unique verification code will be sent to your email account that you used to register for the annual meeting. You will need to find that verification code in the email from Cvent and apply it to the login verification (refer to the second screenshot on the following page).

*Please Note: If you log out of the virtual platform, the process above will be required.

International Conference on Nitrification 2021 - ICoN7

Log in

First name

Last name

Email address

Next

Still haven't registered?

[Event Website](#)

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Almost done!

Check your phone and email for the verification
code.

Verification code

Log in

Didn't receive a code? Try again.

[Event Website](#)

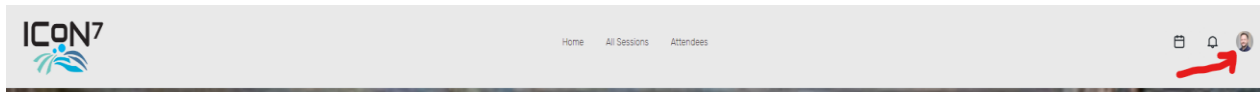
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Welcome to the Virtual Platform for the conference!

Once you have logged in you will be taken to the home page for the platform. It is called/designated as the “Home” tab and page. This is where navigating through the platform begins but first things first. Let’s set-up your attendee profile.

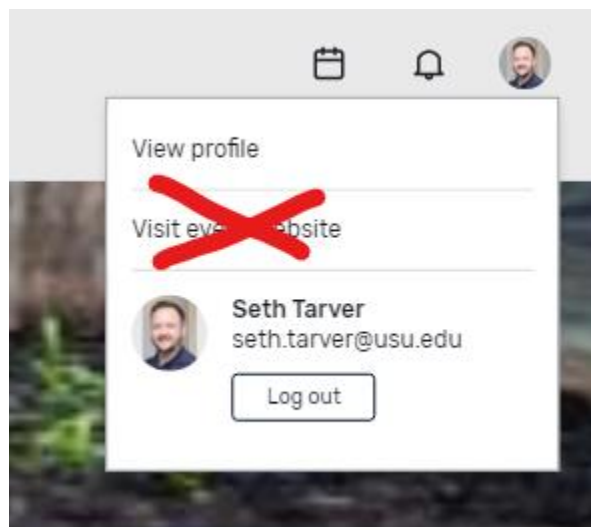
SET-UP YOUR ATTENDEE PROFILE

Locate your profile button on the My Event tab/ page. Since you have not yet edited your profile, the button will be found on the right-hand side of the webpage and is currently a green circle with your first and last name initials. Refer to the screenshot below to find where the button will be located.

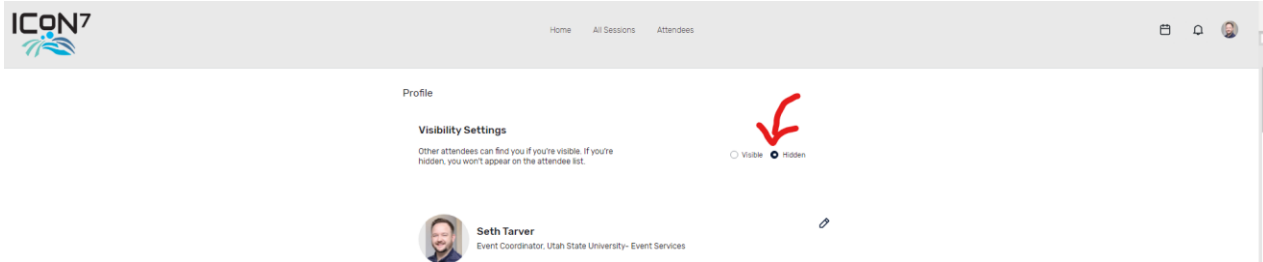


By clicking on the profile button, you will be given three options: (1) View profile (2) Visit event website (3) Log out. Click on the “View profile” link (refer to the screenshot below).

*Please Note- the “Visit event website” link will NOT take you to the ICoN7 website. The link is to a generic page that will not be utilized for this meeting.



After clicking the view profile link, you will be directed to your profile page. The information you provide here (profile pic and biography) will be visible to all attendees if you select the “visible” option. Your profile’s default setting is “hidden.” Again, you have the option of making your profile visible. Once you have saved our profile, click on the “Attendees” tab near the top of the page (refer to the screenshot below for the visible/ hidden option and the Attendees tab).



On the Attendees page you will be taken to a searchable directory of all registered attendees. There are sorting and search fields available to help you navigate the directory. Any information that an attendee provides in their profile will be visible through the directory. Think of this directory as your event badge.

In the next section, we will identify the tabs/ pages of the virtual platform.

IDENTIFYING THE TABS/ PAGES OF THE VIRTUAL PLATFORM

There are currently three (3) tabs/ pages for platform, but a seventh will be included later in the week.

The current tabs/ pages are Home, All Sessions, and Attendees. The following sections are overviews for these tabs. The Attendees tab/ page can be review by referring to the “Set-Up Your Attendee Profile” provided earlier in this guide.

Home

This is the platform’s homepage. On this page you will find the following sections:

- Upcoming Sessions (located on the left-hand side of the page)- as indicated, this area informs you of sessions that will be taking place within the date/ chronological order.
 - In this section- there is a link to “View all sessions.”
- Featured Sessions (located below/ after scrolling down past Upcoming Sessions)- as indicated, this area shows sessions and exhibitors that the society is prominently displaying to encourage attendees to view or participate with during the event.
 - In this section- there are links to “View all sessions.”
- Event Details and Your Information Section (located on the right-hand side of the page)- as indicated, this area displays details including the ICoN7 logo.

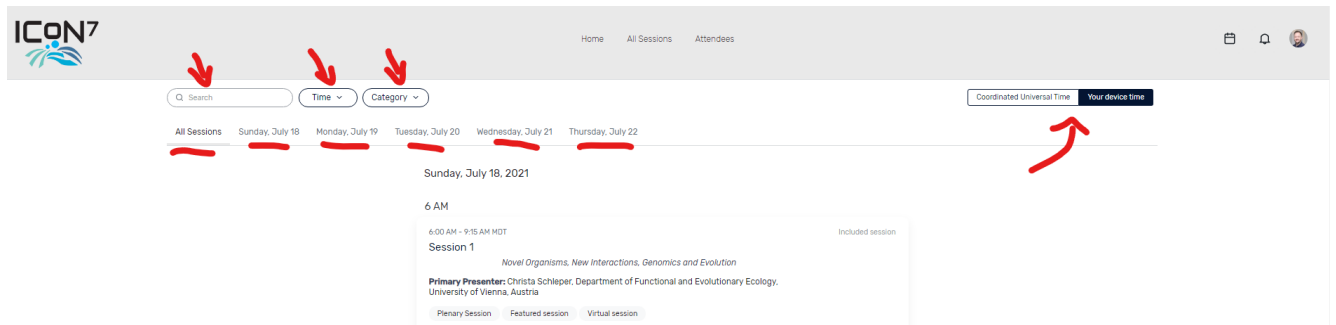
All Sessions

This tab/ page contains every virtual session for the annual meeting organized by date and time. This page contains a Search bar, a Time sorted field, and a Category sorted field.

The search and sorting fields will be helpful tools in navigating through the overall meeting schedule. The search bar can be used to find specific sessions by utilizing key words. For example, if you want to find a Speaker/ Presenter you can search their first or last name. The sorting fields will allow you to condense sessions by Time (Morning, Afternoon, Evening), by Category (Themes and Session Types) and by Date.

Finally, on the right side of the page you will find a designated time zone function/ option. You can choose to set your system up to view Coordinated Universal Time or Your Device Time (whatever time zone you are logging in from). **Please note that the screenshots being used as examples throughout this guide will reflect the times of sessions in MDT time zone, because the coordinator is logging in from a MDT location.**

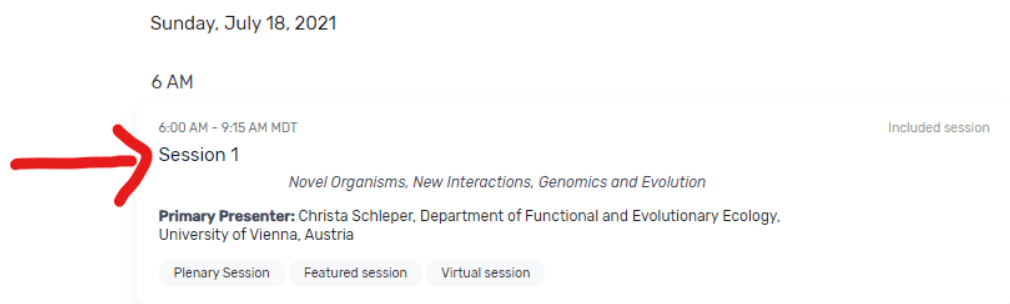
Please refer to the screenshot below to find these helpful sorting fields.



HOW TO ATTEND A VIRTUAL SESSION

To attend any of the virtual sessions you will need to:

- Find the Session that you want to attend, either on the Home Page or the All Sessions Page.
- Click on the Session Link



- You are directed to the Virtual Session (the screenshot on the following page).
 - Here you can
 - See the details of the session
 - Add the session to your personal calendar
 - See the description of the event
 - Access any associated documents
 - See the Speakers
 - Access the Chat features

ICON7

Home All Sessions Attendees

Back to All Sessions

Chat

Session 1 Included session

Sunday, July 18, 6:00 AM-9:15 AM MDT

Plenary Session [Add to calendar](#)

Novel Organisms, New Interactions, Genomics and Evolution

Primary Presenter: Christa Schlieper, Department of Functional and Evolutionary Ecology, University of Vienna, Austria

Speakers (7)

CH	Craig Herbold	PB	Pieter Blom
YY	Yuchun Yang	JH	Jessica Hexter
FK	Franziska Klotz	LS	Lisa Stein
JN	Jeanette Norton		

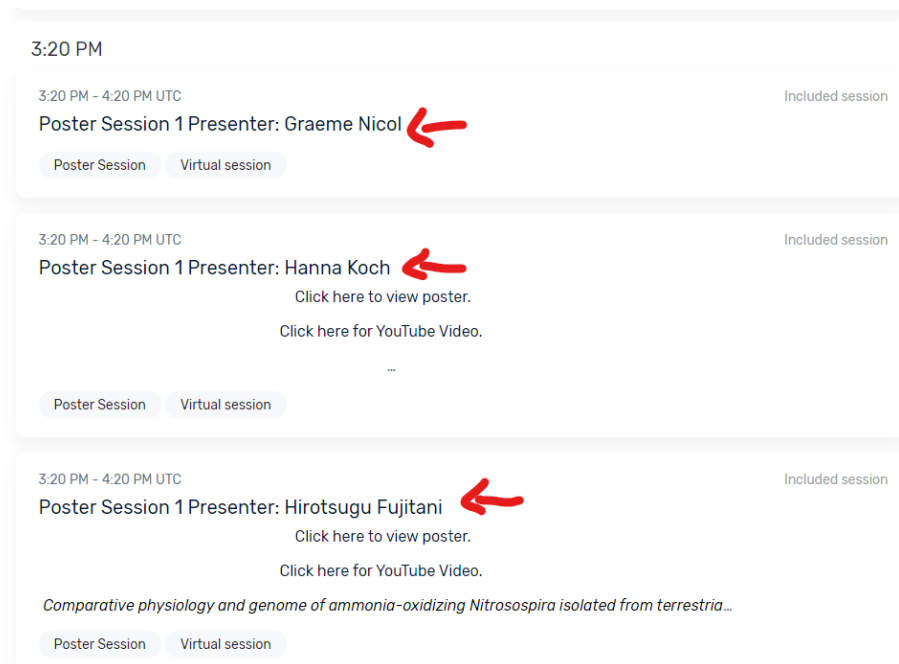
When the virtual session is 5 minutes from the start, there will be a “JOIN SESSION” button that becomes live. By clicking on that button, you will watch as the virtual session populates the area currently displaying the banner image of plants and soil (refer to the screenshot above).

The Chat Feature (refer to the right corner and red arrow in the screenshot above) will be active and available for every session, plenary and posters. All attendees can leave comments in the chat. This additional Chat Feature (there is a chat feature in the virtual meetings) is provided because the comments written will remain through the end of the conference. This may be helpful for a Poster Presenter. For example, lets say that you view a Poster Session after the designated time has already passed. On Wednesday, you watch a Poster Session that originally presented on Monday. As you view the poster or watch the 5-minute recording or the recorded meeting, you may have a comment for the presenter. Put it in the Chat Feature for that session. The Presenter can go back into their session and review any comments that have been placed in the chat.

Attending the Poster Sessions

Each day of the conference (except Thursday, July 22) there will be a time designated for Poster Sessions. For example, let's use Day 1 Sunday July 18. The time designated for Posters on this day is 15:20 to 16:20 UTC (Coordinated Universal Time). Each Poster Presenter has had a unique virtual session created for them. The virtual session includes their poster and a link to watch a 5-minute video on their presentation. These sessions will be active so that if you miss posters on Day 1, you can go back and view them at any time during the conference.

In the Virtual Attendee Hub you will be able to enter in and out of each of these poster sessions at your choosing. In the screenshot below you will see 3 Poster Sessions. If you wanted to join a session, simply click on the Session's link (refer to the screenshot on this following page). You are directed into the Session and will need to click the "Join Session" button to join the Poster Presenters LIVE meeting. These instructions are similar to the "How to Attend a Virtual Session" instruction on page 5.



In the example below (screenshot) you will see a Poster Presenter's Virtual Session Page. Follow the red arrows to see where you can add the session to your calendar, view the poster, view the video presentation.



Hirotsugu Fujitani

Poster Session 1 Presenter: Hirotsugu Fujitani

Included session

Sunday, July 18, 3:20 PM-4:20 PM UTC

Poster Session

⊕ Add to calendar



[Click here to view poster.](#)



[Click here for YouTube Video.](#)



Comparative physiology and genome of ammonia-oxidizing Nitrosospira isolated from terrestrial and freshwater environments

Author: Hirotsugu Fujitani

Hirotsugu Fujitani

IMPORTANT NOTE: ALL POSTER PRESENTERS WILL BE HOSTING A LIVE MEETING FOR YOU TO INTERACT WITH THEM.

Important Notes for ALL Presenters

Presentations are still being uploaded to the virtual platform. Please make sure that you are uploading your materials into the BOX file. There are presenters that are experiencing issues with the Speaker Resource Center, so **IF YOU ARE HAVING TROUBLE ACCESSING THE SPEAKER RESOURCE CENTER, JUST UPLOAD YOUR PRESENTATION MATERIALS TO THE BOX FILE OR SEND THEM DIRECTLY TO SETH TARVER AND ALLISON ALLRED.**

seth.tarver@usu.edu

allsion.allred@usu.edu

Important Note for POSTER Presenters

You will be receiving a link from Seth Tarver (seth.tarver@usu.edu) for your Live Meeting associated with your Virtual Poster Session. This link will be provided the day before your poster session. For example, if your poster presentation date is Tuesday July 20, then Seth will email you the link for your presentation on Monday July 19. For those presenting on Sunday, Seth will be emailing your link on Friday July 16, so please be looking for it.

PLEASE DO NOT OPEN THE LINK prior to your scheduled date. If you do, the link will be deactivated and will not work for your poster session. Once you open a meeting link it becomes active only as long as it remains open. It will be very difficult to generate another link for you on the day of your presentation, so please do not open it prior to your scheduled day.

Instructions for Starting your meeting-

1. On the day of your presentation and 15 minutes before your designated time, click on the link (start your meeting) that Seth sent you the day before.
 - a. ZOOM is the platform for providing your meeting.
 - b. Your meeting is a LIVE and COLLABORATIVE meeting. This means that anyone who joins your Poster Session will be able to interact with you.
 - c. Please [CLICK HERE](#) and review this information prior to hosting your meeting.
2. You are being given the option to record your session.
 - a. However, if you have provided a 5-minute video, this is unnecessary.
 - b. This option is for individuals that were not able to provide the 5-minute video and want an On Demand video to be available for conference attendees to view later.
3. Leave the link open until the end of your designated presentation time.
4. Click "Stop Recording" before ending your session.
5. Click the "End Meeting" button to conclude your virtual meeting.